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ABSTRACT

Supporting performance objectives 82, 76, and 85 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on chain feeding techniques and correction methods are included in this packet. (The packet is the sixth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, two learning activities, a check-out activity, and an instructor's evaluation guide for the check-out activity. The instructor's manual includes a statement of the performance objective and teaching procedure, an answer sheet for the posttest, and the narrative for a filmstrip. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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CHAIN FEEDING

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objectives 82, 76, and 85 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

Speed and accuracy are two of the most important qualities that an efficient office worker can possess. These two qualities complement one another, and one is of little value without the other. What progress is a typist making who can type 25 letters in an hour, but never produces a mailable letter? On the other hand, what progress is a typist making who can type mailable material but produces only one letter per hour? Speed and accuracy working together are required in production work—work that is usable and that is completed within a reasonable time limit.

PERFORMANCE OBJECTIVE

You will demonstrate your ability to type envelopes using proper chain feeding techniques at the rate of one (1) mailable item per minute.

PROCEDURE

To help you accomplish the above objective, you should follow this outline of activities:

1. Complete the pre-test.
2. View the filmstrip program - CHAIN FEEDING.
3. Complete the post-test.
4. After successfully completing the post-test, complete the Learning Activities.
5. Complete the Checkout Activity.
6. Turn in the envelopes you type in Checkout Activity No. 1 after the instructor has evaluated your chain feeding technique.

Name _____

Chain Feeding

PRE-TEST

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes–No	
2. Do you know how to type envelopes in the correct format?	2. Yes–No	
3. Do you know how to center an envelope in the typewriter?	3. Yes–No	
If your answers to the above questions were YES, continue with the pretest. If any questions were answered NO, check with your instructor before continuing with this pre-test.	Fold Here	
4. _____ is a method of inserting envelopes into the typewriter continuously as they are typed.	4. _____	chain feeding
5. The two procedures that may be used in chain feeding are (1)___ and (2)___.	5. _____	front feeding & back feeding
6. When items are inserted in front of the ___, you are front feeding.	6. _____	platen
7. When items are inserted in back of the ___, you are back feeding.	7. _____	platen
8. To separate the sheets that will be used in chain feeding, you must___them.	8. _____	fan
9. Envelopes will stack up behind the platen in the ___method of chain feeding.	9. _____	front feeding

Name _____

Evaluation _____

Chain Feeding

POST-TEST

Directions: Respond to the items by writing your answer in the blank under the Answer Column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable ✓	Not Acceptable X
1. _____ is a method of inserting envelopes into the typewriter continuously as they are typed.	1. _____	+12	-12
2. The two procedures that may be used in chain feeding are (1)___ and (2)___.	2. _____	+12	-12
	_____	+12	-12
3. The envelopes will be inserted in front of the platen when you are___ feeding.	3. _____	+12	-12
4. The envelopes will be inserted in back of the platen when you are___ feeding.	4. _____	+12	-12
5. ___ is a method of separating the pieces of paper making it easier to grasp each one individually.	5. _____	+12	-12
6. The typed envelopes stack up behind the platen as you type when you use the___ method of chain feeding.	6. _____	+12	-12
7. To maintain the chain feeding method of___ feeding, you must insert a new envelope each time a typed envelope is removed.	7. _____	+12	-12

ADDRESSES FOR CHAIN FEEDING

The following is a list of addresses to be used for practice in chain feeding envelopes and cards.

Use these addresses for practicing front feeding and for practicing back feeding.

1. KORE Radio Station
   384 E. Henry Street
   Spartanburg, SC 29302

2. Mr. and Mrs. James Wilson
   Route 4, Box 148X
   Pacolet Mills, SC 29372

3. Mr. and Mrs. David C. Foster
   Route 1, Box 493
   White Stone, SC 29387

4. The White Manufacturing Company
   Southeast Hampton Boulevard
   Glenn Springs, SC 29338

5. Mr. Fred Anderson
   Personnel Director
   Glenfield County Health Dept.
   Glenfield, SC 29318

6. Prof. Enrico Little
   145 Crescent Building
   University of Allentown
   Allentown, SC 27786

7. Dr. Creg Banks
   49003 Blackstone Boulevard, E.
   North Charleston, SC 25936

8. Westfield Chemical Company, Inc.
   2309 Northfolk Avenue
   Bloomington, SC 25776

9. Ms. Jean Ellen Morrow
   112 East Aiken Lane
   Crescent, SC 27777

10. Manager
    Hilltop Food Mart
    8 Ferry Stop Road
    Pinewood, SC 24334

11. Rev. Michael Stoner
    United Methodist Church
    Bethesda, SC 23500

12. Glendale National Academy
    890123 South Maple Street
    Pinewood, SC 24334

13. Miss Florida Nelson, Secretary
    The Professional Women's Association
    67 Glendalyn Boulevard, West
    Greenville, SC 24007

14. Fashion Unlimited, Inc.
    789 N. Main Street
    Freemont, SC 27776

15. Nashville Instrument Company
    Route 6, P. O. Box 4529
    Reidville, SC 27033

Learning Activity No. 1
for
CHAIN FEEDING

Practice chain feeding envelopes using the front feeding method as you type the addresses provided on the sheet titled: ADDRESSES FOR CHAIN FEEDING.

You should have 15 envelopes typed to complete this Learning Activity. Typing errors will not influence the evaluation of this Activity—if you make an error, do not take time to correct it. Your main objective for this Activity is to learn how to use the front feeding method of chain feeding efficiently. You may wish to check yourself using a time clock and try to come as close as you can to typing 1 envelope per minute.

THERE IS NO MATERIAL TO SUBMIT AT THIS POINT

Learning Activity No. 2
for
CHAIN FEEDING

Practice chain feeding envelopes using the back feeding method as you type the addresses provided on the sheet titled: ADDRESSES FOR CHAIN FEEDING. Your objective is to type 1 envelope per minute.

You will need 15 envelopes for this Activity. Do not correct errors on these items.

THERE IS NO MATERIAL TO SUBMIT AT THIS POINT

CHECKOUT ACTIVITY
for
CHAIN FEEDING

When you have decided which method of chain feeding is most suited to your abilities, contact the instructor so your technique can be evaluated by direct observation. This Activity will also be timed. Depending upon the number of envelopes you will be expected to type, the instructor will set the timer to allow 1 minute per item.

Unless directed otherwise by the instructor, use the 15 addresses provided on the page titled: ADDRESSES FOR CHAIN FEEDING.

Since one of the chain feeding methods usually feels more comfortable than the other, you may decide which method is best for you. Inform the instructor which method you have selected.

Name _____

Instructor's Evaluation Guide
for

CHAIN FEEDING

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY CHECK-OUT ACTIVITY	Evaluation	
	Acceptable	Unacceptable
1. Used correct method of chain feeding envelopes.		
2. Typed envelopes using chain feeding method within specified time limit.		

CHAIN FEEDING

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objectives 82, 76, and 85 of the
V-TECS Secretarial Catalog

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PERFORMANCE OBJECTIVE

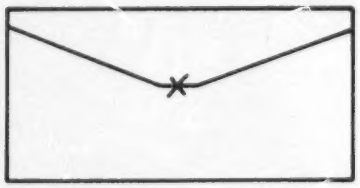
The student will be able to type envelopes or cards using one of the chain feeding techniques, back or front feeding, at the rate of at least 1 item per minute. All items must be typed in correct form and have no typographical errors.

TEACHING PROCEDURE

1. The student should be seated at a typewriter. It is not necessary that the student have erasers for the Learning Activities since these are only exercises in production procedure, not typing accuracy. Erasers will be needed for the Checkout Activity.

2. Provide 30 envelopes for each student. These may be small or large envelopes. (Cards may be used if available.)

   If envelopes are not available, you may wish to cut typing paper to the size of envelopes. The student can place an "x" where the flap would normally be. In this way, the student can determine if the envelopes are inserted into the typewriter correctly.



3. Set up the filmstrip projector and put the narration tape in the cassette player.

4. You may wish to review the following terms with the students. These terms will be used in the filmstrip program:

   platen (or cylinder)
   fan - To separate pieces of paper making it easier to grasp each piece individually
   paper scale - used to center paper in the typewriter
   alignment guide - marks on the card holder used to position characters on a line of writing.

5. The instructor should make necessary allowances in these chain feeding procedures for left handed students.

Instructor's Answer Sheet
for
CHAIN FEEDING POST-TEST

1. chain feeding
2. front feeding
   back feeding
3. front
4. back
5. fanning
6. front
7. back

Narration
for
CHAIN FEEDING

1. Title

2. Credit

3. Chain feeding is a method of inserting envelopes or cards into the typewriter continuously as they are typed. This is a more efficient method than typing the items one at a time.

4. There are two different procedures that may be used for chain feeding: front feeding and back feeding. After experimenting with each procedure, select the one that is faster and easier for you.

5. Before continuing with the slide program, make sure that you have gathered all the necessary materials required for this exercise in production typing.

   These items are listed in the instructor's manual.

   Set up your typewriter and have needed materials ready to follow the step-by-step instructions presented in the following frames. Stop the projector and tape player until you are ready.

6. First we will go through the steps of front feeding envelopes. This procedure is called front feeding, because the envelopes will be inserted in front of the platen.

7. Step 1: Fan the envelopes. Fanning is a method of separating the pieces of paper making it easier to grasp each one individually.

8. Step 2: Place the envelopes face down on the left of the typewriter with the flaps toward you.

9. Step 3: Center an envelope in the typewriter and adjust the paper bail rollers.

10. Step 4: Set the left margin two spaces to the left of center. The center on your typewriter may be 50, 51, 42, 62, or any other scaled center point.

11. Step 5: Move the right margin to the extreme right of the envelope.

12. Step 6: Roll the envelope into the typewriter to the first line of writing. There will be approximately 2/3 of the envelope exposed above the alignment guide on the card holder. You will learn to place the items visually in this manner as your skill in chain feeding techniques increases.

13. Step 7: Type the first address as follows: (narrate address slowly)

    Mr. and Mrs. Henry Calico
    Gingham Drive
    Spartanburg, SC 29302

14. Step 8: Roll the envelope back down until only approximately one inch remains above the alignment scale.

15. Step 9: Draw a second envelope from the stack at your left grasping it at the edge nearest you.

16. Step 10: Insert the second envelope behind the typed envelope making sure that the left edges are even.

17. Type the second address as follows: (Narrate address slowly)

Mr. Blake Warren
497 East Port Road
Spartanburg, SC 29302

18. Step 11: Roll the platen away from you until the typed envelope is deposited behind the platen and the untyped envelope is in typing position.

19. Step 12: The typed envelopes will stack up behind the platen as you type the continuous chain of envelopes.

Maintain the chain by feeding the untyped envelopes in front of the platen. At this point in the program, practice front feeding using the list of addresses provided in your Student's Manual. As soon as you have completed this job, return to the filmstrip program. Stop the projector and tape at this time.

20. The second method of chain feeding is called back feeding. The envelopes or cards are inserted behind the platen.

21. Step 1: Fan the envelopes.

22. Step 2: Place the envelopes face up on the left of your typewriter.

23. Step 3: Center an envelope in the typewriter and adjust the paper bail rollers.

24. Step 4: Set the left margin two spaces to the left of center and move the right margin to the right edge of the envelope.

25. Step 5: Position the first envelope to type the address.

26. Step 6: Insert the second envelope behind the platen against the paper guide.

27. Step 7: Address the first envelope: (narrate slowly)

Mrs. Sally Weathers
192 Fort Road, East
Spartanburg, SC 29301

28. Step 8: Remove the typed envelope with your right hand as you place the next envelope behind the platen with your left hand.

29. Maintain the chain by inserting a new envelope each time a typed envelope is removed.

The more you practice these steps, the faster you will be able to produce mailable envelopes and cards using the chain feeding method.

This concludes the steps involved in back feeding. At this point in the program, practice the back feeding technique using the same addresses in the Student's Manual that you used for front feeding. Stop the projector and tape at this time.

30. The End.